

HOW TO PREPARE A SITE SKETCH AND YOUR PROPERTY FOR A SITE VISIT

A copy of the plat is required for all well and/or septic system applications. The following must be shown on the plat (or separate sketch with house site marked on the plat):

1. The metes and bounds of the property.
2. The house, septic and well locations. Clearly identify the house site by at least two measurements to two fixed points (property lines or corners). If the house site is more than 200 feet from the property line, two "benchmarks" or "traverse points" within 100 feet of the house may be used to fix the house location. Such benchmarks should be considered permanent. Identify the benchmarks on the site plan, and indicate measurements from them to the house.
3. All rights of way, easements, overhead and underground utility lines.
4. All existing wells, springs, streams, ponds, drainageways, drainfield sites, underground storage tanks (oil, gas, etc.) or any other potential contamination/pollution source within 200 feet of the proposed drainfield or well (including neighboring properties).
5. The driveway and all proposed or existing structures such as swimming pools, barns, gardens, garages, etc.
6. Note the elevation of the basement, if any, to allow for plumbing design.

The site plan may be changed or updated before the site visit. If the plan is changed after the visit, a new application (and fee) must be submitted.

THE SITE VISIT

1. You or your representative should be present to answer questions and/or assist in identifying locations on your site plan.
2. Place a sign at the entrance clearly identifying the property (include the name and lot number, if any). If the house site cannot be seen clearly from the entrance, mark the route to the site on the sign or arrange to meet the Health Department Specialist at the entrance.
3. Clear the house, well and/or drain field sites well enough for the Specialist to perform soil studies and to see the topography of the land. Lower limbs of trees, briar patches, thick brush, etc. must have been removed.
4. Clearly mark, flag or stake property lines/corners and the house site.

The Specialist will leave immediately if one or more of the above items were not completed. If that happens, your permit will be denied and you must reapply within 90 days to avoid having to again pay a fee. We will schedule the site visit at the end of the waiting list for inspections.